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20 February 1956

MEMORANDUM FOR: Project Director of Administration
SUBJECT : New Table of Organization

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1. In accord with your memorandum, [redacted] dated 15 February 1956, regarding the need for additional Organization requirements, I am noting below what appears to me to be a realistic estimate of our personnel needs in the foreseeable future.

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2. In my opinion, it is an absolute necessity that we increase our Headquarters organizational structure by two professional positions. These should be of the GS-12 caliber. The positions will be located to support of the activities of Messrs. [redacted] respectively. You will recall we originally discussed need for these two positions at which time we outlined work performed by Messrs. [redacted] of the Security Office. Since our first conversation the work involved in these areas has greatly increased and, based upon past experience, this workload will continue to increase as the Project matures and finally terminates.

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3. In connection with the above two Headquarters positions, it is a requirement that we obtain one additional stenographic position. This is also in keeping with our prior personnel request. In explanation, the stenographic position would be assigned to the support of [redacted] and the second professional individual working with him at Project Headquarters. This would afford both professional employees considerably more freedom from routine administrative duties. As you are aware, [redacted] who was working in this manner, was moved to our offices in I [redacted] to assist in the handling of the vast amount of paper work threatening to become a bottleneck in our clearance and personnel processing.

4. Based upon recent information regarding our proposed second base facility, changes in the physical construction at our base, and experience over the past eight months related to Project area control, it is felt we must increase our organization in the Investigator category by ten GS-9 positions. This is not an unrealistic estimate of requirements in view of possible staging and also critical courier responsibilities involved in our overseas operations. Based upon current information, we cannot

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objectively assign the ten positions to any base activity; however, it is imperative that we look to our increased scope of responsibility and start the processing and training of such personnel. Moreover, it is possible on becoming operational we will find it necessary to increase personnel in certain areas beyond the outlined increase of ten Investigators.

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Project Security Officer

WTL:mah (20 Feb 56)

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